

Chief, Management Staff

30 March 1956

Chief, O&M Staff (ID/I and DD/S Areas)

Work Report, Week Ending 29 March 1956.

25X1A9a 1. Project 6-25, Personnel Records Survey [REDACTED]. The staff study has been completed in final form and is ready for presentation.

2. Project 6-16, Survey of Personnel Procedures [REDACTED]. Installation of the manpower control system in Commo is under way. The new T/O will be effective 1 April 1956.

A procedure has been devised by the Office of Personnel (Transactions and Records Branch, and Statistical Reporting Branch) whereby all actions effecting transfer of Commo personnel to the staffing complement, and all actions correcting mis-assignments will be confirmed prior to the issuance of the new position control register.

Assurance has been received by Commo and the Management Staff that new appointment actions will proceed against the new T/O without delay, receiving special handling security-wise. The staffing complement and corrective actions will be effective no later than the next pay period, 8 April 1956.

3. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]. Changes in procedures and forms in the Stock and Supply Branch, proposed by the Management Staff, are still under discussion. A work sheet has been introduced for the recapitulation of necessary data for the weekly Production Report, which should eliminate the difficulties in gathering figures.

4. Project 5-1a, Fiscal Division [REDACTED]. No change in status.

25X1A9a 5. Project 6-24, Survey of Separation Procedures [REDACTED]. A meeting was held with Dr. [REDACTED] and the Chiefs of Administrative Staffs of the operating divisions and senior staffs of DD/P at which the problem was outlined and the primary questions involved were presented for consideration prior to the interviews. Interviews have begun in the area divisions, and considerable variance has been found relative to the formality of separation procedures between divisions.

6. Project 5-46, ELINT Study [REDACTED]. No action pending a decision by the DDCI, relative to the study made by the IO.

7. Project 5-73, OSI Reorganization [REDACTED]. The additional information requested of the Assistant to the ID/I (Admin) has been received and, as soon as its adequacy can be determined, the T/O papers to the DD/A will be prepared.

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8. Project 5-62a, Survey of Industrial Register [REDACTED]. No change in status. 25X1A9a
9. Project 5-62, Study of All Registers, OCR [REDACTED]. No change in status. 25X1A9a
10. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status. 25X1A9a
11. Project 6-21, Study of Agency Clipping Services Provided by OCR and DP/P [REDACTED]. Progress is being made in the gathering of information necessary to evaluate possible overlap or duplication between DP/P and OCR [REDACTED] providing clipping service. The Deputy Chief, RQM/OIS, and the Editor of News Highlights have furnished information relative to the distribution of the highlights, the procedure for preparing requirements and the basic criteria list utilized for clipping.
12. Project 6-14, Study of Overtime Practices. No change in status.
13. Analysis of Manpower Survey [REDACTED]. The analysis of the documents on manpower utilization is ready for presentation. 25X1A9a
14. Production Control System, Photo Intelligence Division, OCR [REDACTED]. No change in status. 25X1A9a
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15. Reduction of T/O to Ceiling, Offices and Staffs of the DD/S [REDACTED]. With the approval of the proposed ceiling for the Office of Security, the only large office to be brought in line is OTR, and the Personnel Officer has promised to prepare the necessary data for signature by the Director of Training by the first of next week. He was also informed that the JOT Program ceiling and T/O should be brought in line, but that flexibility in the ceiling could, in effect, be obtained by double slotting to the extent deemed necessary by the Director of Training. In addition to bringing the T/O down to ceiling, it will be necessary for the Office of Training to make some minor adjustments between divisions in the T/O as the ceiling given to OTR is allocated to the division chiefs by the Director of Training.
16. Transfer of Unvouchered Slots to Vouchered, Office of Security (Unassigned). Although this project has been unassigned and no official request has been received in writing from the Director of Security, the project has been discussed with [REDACTED] who has had considerable experience with previous projects in the Office of Security and it will probably be assigned to him. 25X1A9a
17. OCI Reorganization and Reduction of T/O to Ceiling [REDACTED]. No change in status. 25X1A9a
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18. FB-821, Adjustment of T/O of Printing Services Division, Office of Logistics [REDACTED]. Completed.

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19. MS-822, Office of Logistics, Reduction of T/O to Ceiling [REDACTED] 25X1A9a  
[REDACTED]. Completed.

20. MS-819, Establishment of a New Position in the Office of the MB/I  
[REDACTED]. Completed.

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[REDACTED] 25X1A9a

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